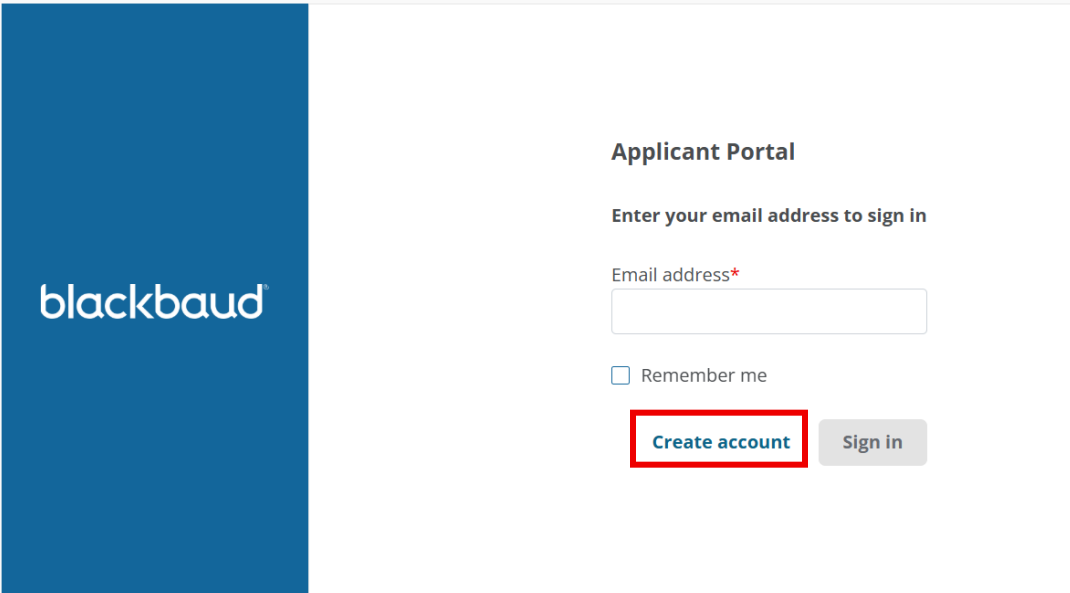


Blackbaud Grantmaking Quick How-To Instructions

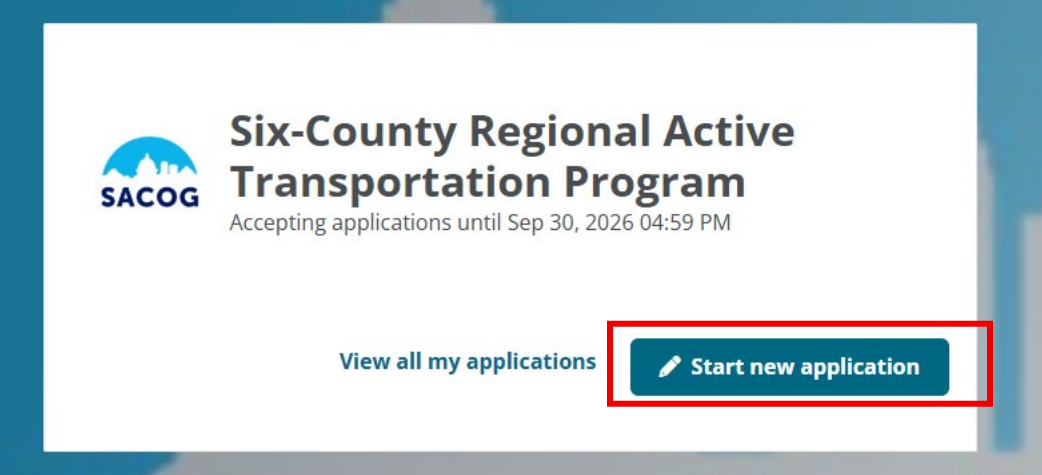
These instructions are not extensive, step-by-step instructions but should walk you through the less intuitive portions of the application process. Please reach out to Katie Brunetti at kbrunetti@sacog.org if you need assistance navigating the Blackbaud Grantmaking platform.

- 1) Create a Blackbaud account.



The screenshot shows the Blackbaud Applicant Portal login page. On the left is a large blue vertical rectangle with the word "blackbaud" in white lowercase letters. To the right, the heading "Applicant Portal" is displayed. Below it is the instruction "Enter your email address to sign in". A text input field is labeled "Email address*" with a red asterisk. Below the input field is a checkbox labeled "Remember me". At the bottom right are two buttons: "Create account" (highlighted with a red border) and "Sign in" (disabled, greyed out).

- 2) Once you have created an account, you can start a new application by clicking the Start new application button.



The screenshot shows the application page for the "Six-County Regional Active Transportation Program". It features the SACOG logo (a blue mountain silhouette) and the text "SACOG". The program title "Six-County Regional Active Transportation Program" is prominently displayed, followed by the deadline "Accepting applications until Sep 30, 2026 04:59 PM". At the bottom, there are two buttons: "View all my applications" (a link) and "Start new application" (a dark blue button with a white pencil icon, highlighted with a red border).

- 3) When you start a new application, the first thing you will need to do is search for your organization. Your organization is most likely not in the system so you will need

to add it by clicking +Add Organization. You can create an organization with just organization name and address. If you have the EIN, you can enter it but it is not required.

Select Your Organization

×

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

United States

California

This program is only available to specific locations. Only organizations in the selected regions appear in the search.

 SACRAMENTO ALLIANCE FOR THE MENTALLY ILL
NAMI Sacramento 7230 South Land Park Drive Ste 115, Sacramento, CA, 95831, UNITED STATES
94-2861509

 UNIVERSITY FOUNDATION AT SACRAMENTO STATE
6000 J STREET Sacramento Hall 169, SACRAMENTO, CA, 95819-2605, UNITED STATES
94-3001359

 Sacramento Youth Center
1901 Del Paso Blvd Ste. A, Sacramento, CA, 95815, UNITED STATES
84-3656643

 Catholic Social Service of Sacramento
2110 BROADWAY, SACRAMENTO, CA, 95818-2518, UNITED STATES
94-2576612
This organization is a chapter/affiliate of CATHOLIC CHARITIES OF SACRAMENTO INC (94-2576612)

« < 1 2 3 4 5 > »

Don't see the organization?

+ Add organization

Go to my applications

Select

- 4) Once you add your organization, you will be redirected to the application page. From the application page:
 - a. There are tabs for each section of the application
 - b. You can add co-applicants by clicking Manage Applicants to assist in completing the application.
 - c. View the program guidelines

Regional ATP Application
Six-County Regional Active Transportation Program

Applicant Information

Applicant Information

SACOG Sacramento Area Council of Governments
1415 L St Suite 300, Sacramento, CA 95814-3963, US [Update organization](#)

SL Summer Lopez
slopez@sacog.org

[Manage applicants \(1\)](#)

Form Questions

Complete the required fields below.
Accepting applications until Sep 30, 2026 04:59 PM

General Application Question... | Part A from State Application...

Does this project have the same scope as the project you submitted to compete in the State ATP?*

If SACOG could only partially fund the project that you are submitting to the Regional ATP, is there a reduced scope or usable partial stage of your project that could be implemented?*

[Download](#)

[Saved](#)

- 5) The application will automatically save as you go. You will click Next to navigate between pages and different sections of the application.

[Next](#) [Sign and submit](#)

- 6) When you have completed your application, you will click Sign and submit. An electronic signature is required to submit.
- 7) If you have issues or need help navigating the application, please contact Summer Lopez at slopez@sacog.ca.gov or Katie Brunetti at kbrunetti@sacog.ca.gov